

Collection Development Policy
Ponus Ridge Middle School Library
Norwalk CT

1) Mission

- a) The mission of Ponus Ridge Middle School library is to ensure that students and staff are effective users of ideas and information. The library provides a wide range of information and resources that satisfy the curricular and recreational needs and interests of students and teachers. The school library media center provides a setting where students develop the skills they will need as adults to locate, analyze, interpret, and communicate information and ideas in an information rich world. Adopted from the Brian McMahon School Library Media Center mission statement.

- b) We support the school mission: To help all students to develop and learn at the level of their ability in an atmosphere that fosters cooperation, shares responsibility and celebrates diversity.

2) Responsibility

- a) Responsibility for the selection of all library materials is delegated to the library aide through the principal. The selection process involves opportunity for consultation with faculty and students. Selection is based upon professional school library tools, and review media.

3) Materials Selection Policy

- a) It is the goal of the Ponus Ridge Middle School to provide a broad range of educational materials to enrich and support the curriculum and to meet the needs of individual students and teachers. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view. Materials are considered for their quality and appropriateness.
- b) In selecting materials Ponus Ridge Middle School library is guided by the seven principles incorporated in the [American Library Association Information Access and Delivery Principles of School Library Media Programs](#). The collection will be developed systematically, ensuring a well-balanced coverage of subjects, opinions, and formats and a wide range of materials on various levels of difficulty supporting the diverse interests, needs, and the viewpoints of the school community.

4) Criteria for selection

- a) **Appropriate for recommended levels** Library media materials should be accessible to students of varied abilities, and meet informational and interest needs of all students.

- b) **Pertinent to the curriculum and the objectives of the instructional program** Library media materials should be selected on the basis of assessed curricular needs. Materials should reflect the identified learning outcomes of the instructional program.
- c) **Accurate in terms of content** Library media materials should present facts in an objective manner. Authority of the author, organization, publisher/producer should be a consideration in selection. Materials concerning human development and family life should contain facts which are presented in a manner appropriate to the level of the students.
- d) **Reflective of the pluralistic nature of a global society** Library media materials should provide a global perspective and promote diversity as a positive attribute of our society. It is important to include materials by authors and illustrators of all cultures.
- e) **Free of bias and stereotype** Materials should reflect the basic humanity of all people and be free of stereotypes, caricatures, distorted dialect, sexual bias, and other offensive characteristics. Library materials concerning religious, social, and political content should inform rather than indoctrinate.
- f) **Representative of differing viewpoints on controversial subjects** Students have the right to information on both sides of a controversial issue. By

having access to a variety of resources students will have the knowledge base to develop critical thinking and problem solving skills. The school library media center provides free and equitable access to all information.

g) **Appropriate format to effectively teach the curriculum** Library media materials should be available in variety of formats, e.g., print, nonprint, electronic, multimedia, to meet the needs and learning styles of a diverse student population.

h) **Recent copyright date as appropriate to the subject** Library media materials should be assessed for currency of the information as it relates to the content and purpose of the item.

i) **Acceptable in literary style and technical quality** Literary quality, technical merit, physical arrangement, and aesthetic characteristics should be considered as integral components in the evaluation of all media formats.

j) **Cost effective in terms of use** Library media materials should be evaluated for cost effectiveness in terms of accessibility, projected use, and durability.

k) **Appropriate for students with special needs** Library media materials should be provided to meet curricular needs and the individual needs, interests, and learning styles of all students at all levels.

5) Weeding

GUIDELINES FOR COLLECTION WEEDING

MUSTY is an acronym that should be used in the weeding process. The Library Aide consults appropriate sources in the ongoing evaluation of the collection.

M - Misleading and/or factually inaccurate material.

U - Ugly. Refers to the book's physical condition. Materials that are worn and beyond repair.

S - Superseded. Newer editions or much better books should replace obsolete, out- of-date materials. Obsolescence occurs much more rapidly in some subject areas than others. Some areas like mythology are timeless; others like technology change frequently.

T - Trivial and of no discernible value. This would include materials that contain poor writing, have a subject or reading level inappropriate for the students and/or are no longer on standard lists of recommended materials.

Y - Your particular collection has no use for this material because the content or format is irrelevant to the school's needs.

6) Procedures for challenged materials

A challenge must be submitted in writing using the form “Request for reconsideration of materials”. The challenge will then be considered by the library staff and Mrs. Sumpter, who may convene a committee to consider arguments in favor of and opposed to the material. The challenged items will remain on the shelves available for student use until a decision is made. The committee may decide to keep, to move, or to discard the challenged materials.